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5 September 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report -- Week Ending
5 September 1975

25X1A 1. Personnel Officers' Meeting: The meeting was held on Wednesday, 3 September, in the auditorium. In addition to an update by the Director of Personnel, Mr. [] of Staff Personnel Division spoke on FY 1976 personnel requirements. Mr. [] of Control Division discussed the Privacy Act [] of our Insurance Branch spoke on health benefits programs including their relationship to cover activities, and Mr. [] of Review Staff talked on the technical aspects of granting leave for maternity purposes. 25X1A

2. New Customer for the Summer Intern Program: The Office of Medical Services has requested one psychology graduate student to participate in next year's Summer Intern Program. This is the second office in the DDA interested in utilizing the interns (OTR and OMS).

3. Presidential Cost Reduction Program: A total of 15 letters were received from the White House, signed by President Ford, for employees who had qualified for individual personal letters by having suggestions or achievements that save a minimum of \$5,000. The numbers of employees to whom the Presidential letters are addressed and their offices of assignment are:

Audit Staff	1
OL	4
NPIC	2
IAS	2
[]	2
OTS	1
OTR	3

STATSPEC

4. HMAB: A total of 76 awards were approved by the Honor and Merit Awards Board during the month of August 1975. The only time that a greater number of awards was approved was in June 1973.

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5. Position Management:

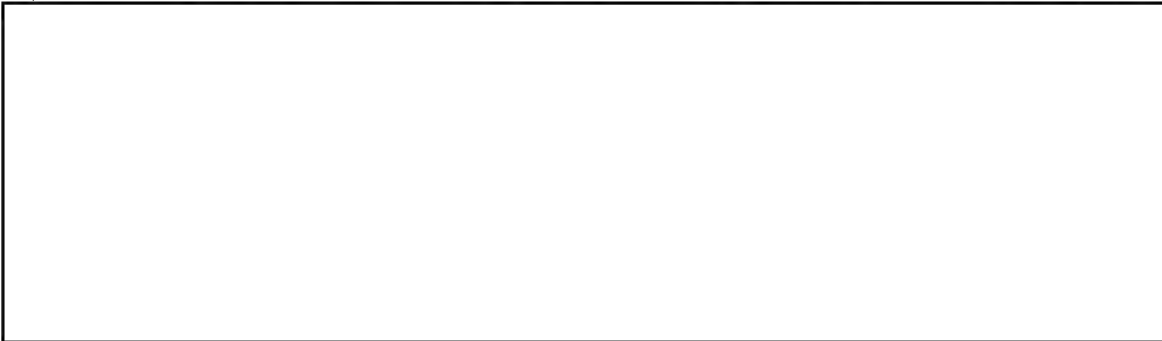
a. A meeting was held with the Assistant for Resources/DDA concerning Directorate ceiling changes.

b. A meeting with the Office of Security was held on a priority basis to establish a structure for FOIA and Privacy Act activities. Agreement was reached on the allocation of all positions involved.

6. Competitive Evaluation: D/Pers met with representatives from the career services to discuss standardizing the descriptive categories used in competitive evaluation. The OP Plans Staff was directed to prepare a new set of categories reflecting the discussion.

7. Objectives: We forwarded to Chief, DDA Plans Staff the Office of Personnel action plans for accomplishment of FY 1976-77 objectives at the DCI and DDA levels. Also forwarded for DDA information was a list of OP office level objectives for FY 1976.

8. Rehired Annuitants: The following rehired annuitant cases were approved for the Directorate of Administration:



25X1A

9. Blood Donor Program: Despite the fact that the Red Cross was short of personnel and had one less donor station than normal, a total of 185 units was donated on Tuesday, 2 September, compared with 154 for the same month last year.

10. EAA Store Painted: The EAA Store was closed on 4 September for painting. Business is expected to be resumed today, 5 September.

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11. Savings Bonds: Heavy retirements have caused a reduction of almost \$3,000 per pay period in the amount withheld for the purchase of Savings Bonds.

12. Annual Awards Ceremony: Preparations are on schedule for the Agency's Annual Longevity Awards Ceremony which will be held in the auditorium at 10:30 a.m. on 18 September.

Coming Events:

1. General Walters, the DDCI, is scheduled to address our Agency military reserve officers at 1800 hours on Monday, 22 September 1975. Cleared Agency employees, other than reservists, are invited to attend.



3. All is ready for the Recruiters' Conference next week. The Director will speak to the group on Thursday, 11 September, at 1600 hours in the DCI Conference Room.

4. We are holding a Skills Session on 16 September concerning the Federal Women's Program and the status of women in the Agency.

(Signed) F. W. M. Janney

F. W. M. Janney
Director of Personnel

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